

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, May 1, 2017
9:00 A.M.

Present: Ronald J. Gatling, Curtis A. Freeman, Sr., Johnnie R. Farmer, John D. Horton, and William F. Mitchell, Jr.

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; Juan Vaughan, II, Assistant County Manager; and Shelia W. Matthews, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order and provided the invocation.

CONSENT AGENDA

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve the consent agenda as follows:

- (1) Approval of Minutes
 - (a) March 06, 2017 – Regular Meeting
 - (b) March 20, 2017 – Regular Meeting
 - (c) March 21, 2017 – Reconvened Meeting
- (2) Approval of Tax Refund

The approved tax refund was as follows:

Refund in the amount of \$113.77 due to the fact that the taxpayer sold his boat in October, 2010, but paid his bill in 2012, 2013, and 2016. Refund should be sent to: Peter H. James, III, 519-A Manley Avenue, Ahoskie, NC, 27910.

PERSONNEL

Leah Craddock, Human Resources Director/Risk Manager, introduced the following new County employees:

<u>Name</u>	<u>Department</u>
Kenneth Pate	Solid Waste
Kira Lyles	Detention Center

Assistant County Manager Juan Vaughan II and Tax Collector Sheena Suggs had previously been introduced.

At this time, Mrs. Craddock introduced the nominees for the Employee of the 3rd Quarter. They were Pamela Carr (Emergency Management) and Elvira Spiers (Register of Deeds). Elvira Spiers was announced as the winner.

COOPERATIVE EXTENSION/GOVERNOR'S AWARD

Becky Castello, Administrative Assistant with Cooperative Extension, was present to announce the NC Governor's Volunteer Award winners. They were Mary and Wallace Banks, as well as Wendy Burgess.

BUDGET AMENDMENTS

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to approve the following FY 2016-2017 Hertford County Budget Ordinance Amendment #15 as presented by Sandy Pittman, Finance Director:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Miscellaneous Revenue	100100 415500	Insurance Claims	\$ 38,303	
Revenues	100112 448500	Fund Balance Appropriated	\$ 120,250	
	Total Changes in Revenue		\$ 158,553	\$ -

Net Change in Revenue	\$158,553
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Sheriff	104180 551003	Capital Outlay - Vehicles	\$ 55,000	
EMS	104205 551003	Capital Outlay - Vehicles	\$ 103,553	
	Total Changes in Expenditures		\$ 158,553	\$ -

Net Change in Expenditures	\$158,553
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Explanation:

Budget for replacement of vehicles declared total loss by insurance company (2 sheriff, 1 EMS).

COUNTY POLICIES

Juan Vaughan, II, Assistant County Manager, presented a policy for hanging portraits in the courtrooms. After some discussion, a motion was made by Freeman and seconded by Mitchell to approve the policy with clarification the portraits are maintained and owned by the family and to include item number 12 from the proposed draft policy. Additional discussion was held before a vote was taken regarding the cost of the portrait and the inclusion of that item in the policy. The motion passed, with Commissioner Horton opposing the motion. The adopted policy is as follows:

County of Hertford, North Carolina Policy on Hanging Portraits in Courtrooms**PURPOSE:**

To provide guidelines and outline the process for hanging portraits in courtrooms located in the Hertford County Courthouse. The goal of this policy is to establish systematic methodology for selecting portraits for hanging in county courtrooms.

SCOPE:

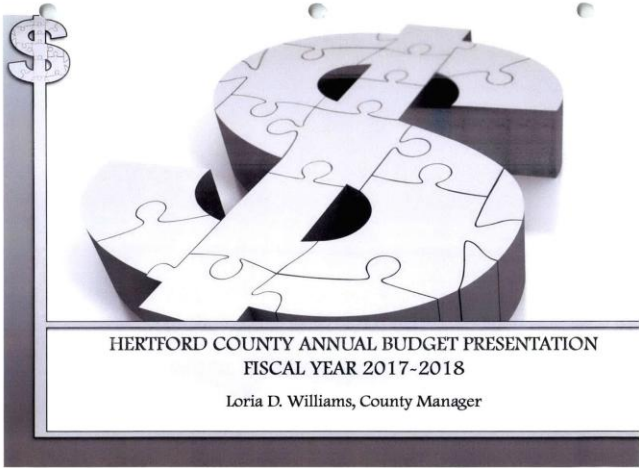
This policy applies to portrait hanging in Courtroom A and Courtroom B of the Hertford County Courthouse

POLICY:

1. Only portraits of judges of the NC General Court of Justice shall be hung in the courtrooms. (These include portraits of Supreme Court Justices, Court of Appeal Judges, Superior Court Judges, and District Court Judges.)
2. The judge must have served as a judge of the NC General Court of Justice for a minimum of 10 years.
3. The judge must have been a resident of Hertford County for a minimum of 10 years.
4. The maximum size of any portrait is 38" x 45".
5. The minimum size of any portrait is 20" x 24".
6. Portraits of judges meeting the given criteria shall be chosen by the Hertford County Commissioners and based on recommendations from the Sixth District Bar Association.
7. The judge may be living or deceased.
8. All costs shall be paid by the judge of the judge's family.
9. Any portrait is subject to removal from the courtroom by the Hertford County Commissioners for any reason.
10. Portraits shall be presented to Hertford County and hung by county staff in any location on the courtroom wall as determined by the Hertford County Commissioners.
11. Portraits of District Court Judges shall be hung in Courtroom A. Portraits of all other judges shall be hung in Courtroom B.
12. The judge shall be retired from the NC General Court of Justice and retired from the practice of law.
13. Ownership and responsibility for maintenance of the portrait shall remain with the judge or family of the judge.

BUDGET

Loria D. Williams, County Manager, presented the Proposed FY 2017-2018 Hertford County Budget as follows:



HERTFORD COUNTY ANNUAL BUDGET PRESENTATION
FISCAL YEAR 2017-2018

Loria D. Williams, County Manager

\$

VALUE AND GROWTH FACTORS

Property Values dictate Tax Rate

Tax Rate - Formula Driven

The estimated taxable value for 2017-18 is **\$1,605,957,842**. Therefore, with a tax rate of .84 cents and a collection rate of 95%, the projected property tax revenue is \$12,815,544, using the following formula:
\$1,605,957,842 x 0.84 cents x .95 x .01 equals \$12,815,544, resulting in expansion dollars for this planning year of \$174,602 – in comparison of last years expansion dollars of \$284,203.

Fiscal Year	Assessed Value	Growth Factor
2012	1,389,428,276	13%
2013	1,468,387,603	6%
2014	1,499,688,308	2%
2015	1,534,006,546	<1%
2016	1,548,461,254	<1%
2017	1,584,075,678	<1%
2018	1,605,957,842	<1%

\$

BUDGET DRIVERS

- ➡ Health & Liability Insurances
- ➡ Personnel
- ➡ Capital Outlay
- ➡ Education

\$

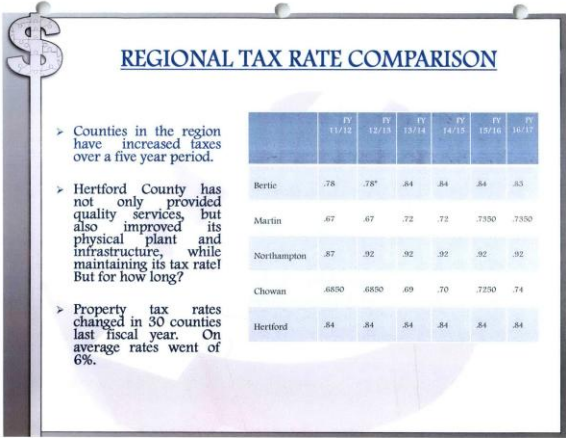
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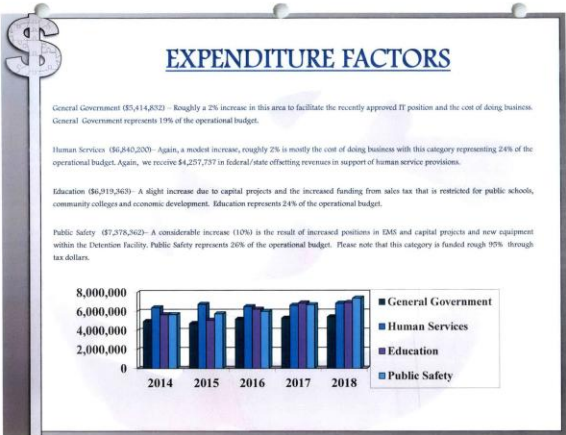
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Let’s Get Down to Brass “Tax”

“Pun Intended”

EXPANSION ITEMS		OFFSETTING REVENUES	
COLA @ 3.5%	\$ 280,000	Ad Valorem Tax Growth	\$ 209,850
Health Insurance Increase	248,000	New Article 44 Sales Tax	310,000
Roanoke Chowan Community College	310,000	Courthouse Capital Reserve Fund Closeout	692,087
Hertford County Public Schools	125,000	Enviva Incentive Program End	105,000
Increased Personnel -- EMS	171,000	End of Transfer to Capital Reserve Fund	150,000
IT Director	80,124	Revaluation Appropriation Savings	100,000
Detention Facility Upgrades	362,000	Fund Balance Appropriated	287,478
Total	\$1,576,124	Total	\$1,575,216

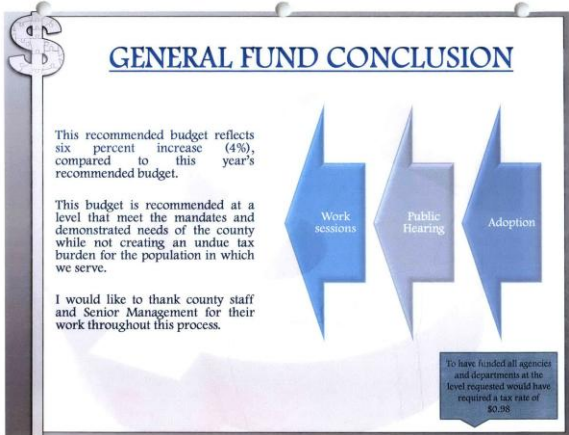
**** Note:** Of the above expansion items, \$1,206,600 are recurring costs!

**** Note:** Of the above stated revenues, \$807,129 are recurring revenues. Leaving a difference of \$686,750 relating to the recurring costs an equivalent of 0.450 cents. Please note any additional spending will only add to this gap in subsequent years.

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RECOMMENDED BUDGET

 - Reflects a General Fund Budget of \$28,774,385, an increase of roughly 4% above last year’s recommended budget while maintaining the tax rate of \$0.84/100 valuation. This rate is based upon an estimated valuation of real and personal property of \$1,605,957,842 and a collection rate of 95 percent.
 - Reflects an appropriated fund balance of \$1,944,283 (compared to last year’s \$1,657,007) which is six percent (6%) of the operational budget. Fund balance appropriated represents the difference between revenues and expenditures.
 - One cent is equivalent to \$152,566 in comparison to last planning year’s one cent equivalent of \$150,487.
 - Outside agencies (public schools, health department & community college) are recommended to receive level funding in current expense with public education receiving a slight increase in capital outlay funding supplement by restricted sales tax.
 - This budget “true’s-up” the 3.5% COLA for employees that became effective January 1st paid with fund balance and funds 100% of employee health benefits and provides longevity bonuses.
 - IF ALL FUNDING REQUESTS WERE HONORED THE TAX RATE WOULD BE .98 CENTS.



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ENTERPRISE FUNDS

Self-Sustaining via User Fees

Hertford County uses enterprise funds to account for its water/sewer and solid waste activities and services. User fees are assessed annually and is the sole revenues source for each of these funds. Current user fees are as follows:

- Solid Waste -- \$150/Household
- Northern Water -- \$25/2,000
- Southern Water -- \$25/2,000
- Tunis Sewer -- \$56/2,000

We are recommending an increase in the Tipping Fees only in the Solid Waste Enterprise Fund with Water/Sewer Funds remaining unchanged.

Southern Water District

Northern Water District

Solid Waste

Tunis Sewer District

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NORTHERN WATER

	2016-17	2017-18
Revenues		
Sales & Services	490,110	498,250
Miscellaneous	25,700	-0-
Fund Balance Appropriated	-0-	78,557
Investment income		-0-
TOTAL REVENUES	\$515,810	\$576,807
Expenditures		
Salaries	145,627	164,375
Operating Expenses	370,183	412,432
TOTAL EXPENDITURES	\$515,810	\$576,807

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SOUTHERN WATER

	2016-17	2017-18
Revenues		
Sales & Services	980,000	1,012,720
Miscellaneous	51,700	-0-
Investment income	-0-	-0-
TOTAL REVENUES	\$1,031,700	\$1,012,720
Expenditures		
Salaries	156,305	166,791
Operating Expenses	875,395	845,929
TOTAL EXPENDITURES	\$1,031,700	\$1,012,720

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TUNIS SEWER DISTRICT

	2016-17	2017-18
Revenues		
Sales & Services	28,000	27,000
	-0-	-0-
	-0-	-0-
TOTAL REVENUES	\$28,000	\$27,000
Expenditures		
Operating Expenses	28,000	27,000
TOTAL EXPENDITURES	\$28,000	\$27,000



<u>SOLID WASTE</u>		
	2016-17	2017-18
Revenues		
Taxes & Licenses	994,000	1,051,495
Miscellaneous	-0-	-0-
Investment income	-0-	1,074
Fund Balance Appropriated	-0-	46,570
TOTAL REVENUES	\$994,000	\$1,099,139
Expenditures		
Salaries	349,075	371,200
Operating Expenses	644,925	727,939
Fund Reserve	-0-	-0-
TOTAL EXPENDITURES	\$994,000	\$1,099,139

On a motion by Freeman and a second by Farmer, the Board voted unanimously to schedule a budget work session on June 5, 2017, after the Board Meeting.

On a motion by Mitchell and a second by Freeman, the Board voted unanimously to schedule a Public Hearing for public input on the proposed FY 2017-2018 Hertford County Budget for June 19, 2017, at 7:15 P.M.

COUNTY MANAGER'S UPDATE

The County Manager distributed a handout regarding the renovation of the Scott Edwards Building. It is a proposed renovation of \$200,000 for each suite (Elections and Nutrition Site). On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the renovation project as presented.

COMMISSIONERS' COMMENTS

There were no Commissioners' Comments.

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to go into a meeting of the Board of Equalization and Review.

BOARD OF EQUALIZATION AND REVIEW

Shelia W. Matthews, Clerk to the Board, administered the following oath of office to Commissioner Mitchell (recently reelected), who was absent from the Board of Equalization and Review Meeting in April:

OATH OF OFFICE

Board of Equalization and Review

I, William F. Mitchell, Jr., do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Hertford County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

MINUTES

HERTFORD COUNTY BOARD OF EQUALIZATION AND REVIEW MEETING

May 1, 2017

The Hertford County Board of Equalization and Review met again on Monday, May 01, 2017 at 10:30 A.M. in the Multipurpose Room of the Courthouse (2nd floor); 119 Justice Drive, Winton, North Carolina.

Members present were: Ronald J. Gatling, Chairman
 Curtis A. Freeman, Vice-Chairman
 John Horton
 Johnnie R. Farmer
 William F. Mitchell, Jr.
 Sylvia F. Anderson, Clerk

Also present was Charles L. Revelle, III, Attorney for Hertford County

Due to the absence at the April 3rd, 2017 meeting, William F. Mitchell, Jr., took the oath required of the North Carolina Constitution for the Board of Equalization and Review. On a motion to open the Board of Equalization and Review by Curtis A. Freeman and seconded by William F. Mitchell, Jr., the meeting was called to order by Ronald J. Gatling, Chairman.

Sylvia F. Anderson, Clerk to the Board, stated that all informal appeals were handled. Therefore, there were no appeals for 2017 and requested for the Board of Equalization and Review to close for 2017. On a motion by Curtis A. Freeman, and seconded by William F. Mitchell, Jr., the Board of Equalization and Review adjourned for the year 2017.

Sylvia F. Anderson
Clerk to the Board of Equalization and Review

REGULAR SESSION

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to adjourn the meeting.